DOCUMENT RESUME

ED 155 413 CE 016 924

AUTHOR	Snapp, Jane
TITLE	Typing Addresses on Envelopes. Student's Manual and Instructor's Manual.
INSTITUTION	Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY	South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE	77
NOTE	21p.; For related documents see CE 014 491 and CE 016 911-989
AVAILABLE FROM	Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	Behavioral Objectives; Business Education; Business Skills; Instructional Materials; *Office Occupations Education; Performance Based Education; *Typewriting
IDENTIFIERS	Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 76 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on typing addresses on envelopes are included in this packet. (The packet is the fifth in a set of fifteen on typewriting--CE 016 920-934.) The student materials include a pretest and a posttest, three learning activities, a check-out activity, and an instructor's evaluation guide for the check-out activity. The instructor's manual includes a list of supplies and materials needed, a program outline, an answer sheet for the posttest, the narrative for a filmstrip, an overhead transparency, and a copy master of two envelope sizes. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155413

TYPING ADDRESSES ON ENVELOPES

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 76 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

VE 016 924

INTRODUCTION

This is a filmstrip program which has been prepared to instruct you in the methods and procedures required to produce envelopes with a maximum efficiency.

PERFORMANCE OBJECTIVES

You will demonstrate your ability to type addresses on small envelopes using the proper format with acceptable corrections.

You will demonstrate your ability to type addresses on large envelopes using proper format with acceptable corrections.

You will demonstrate your ability to type addresses using chain feeding techniques and correction methods to produce one envelope per minute.

PROCEDURE

To help you accomplish the above objectives, you should follow this outline of activities:

1. Complete the pre-test.
2. View the filmstrip program "Typing Addresses on Envelopes."
3. Complete the post-test.
4. After successfully completing the post-test, complete the Learning Activities.
5. Complete the Checkout Activity.
6. Turn in each activity for evaluation as soon as the activity is completed.

PERFORMANCE GUIDE

Follow this Performance Guide when completing the Learning and Checkout Activities:

1. Select appropriate supplies.
2. Make necessary typewriter adjustments.
   a. Set appropriate margins.
   b. Adjust line space regulator.
   c. Adjust paper bail rollers.
3. Type the envelopes, using chain feeding techniques.
4. Proofread carefully and correct all errors before removing each envelope from the typewriter.

Name _____

TYPING ADDRESSES ON ENVELOPES

PRETEST

Directions: Fold this sheet lengthwise at the fold line.
Respond to the items by writing your answer in the blank under the Answer column.
When you have finished, check your answers by folding out the Correct Answer column.

Questions	Your Answer	Correct Answer
1. Can you type?	1. Yes-No	
2. Can you center odd-sized sheets of paper in the typewriter?	2. Yes-No	
3. Can you make acceptable corrections on typed copy?	3. Yes-No	
4. Can you type using chain feeding techniques?	4. Yes-No	
If you answered NO to any of the above questions, check with your instructor. If you answered YES to all the questions above, continue with this pre-test.		
5. The mailing address is the address of the (sender, receiver) of the message.	5. _____	receiver
6. The receiver of the message is the (addresser, addressee).	6. _____	addressee
7. The return address is typed ___ line spaces from the top edge of the envelope.	7. _____	two
8. The return address is typed ___ line spaces from the left edge of the envelope.	8. _____	three
9. The address on the envelope is typed slightly (above, below) the horizontal center.	9. _____	below
10. The address on the envelope is typed slightly to the (left, right) of vertical center.	10. _____	left
11. Return and mailing addresses on the envelope should be at the left edge.	11. _____	blocked
12. The last line of an address is composed of three items. List these.	12. a. _____ b. _____ c. _____	city state ZIP Code

Fold Here

Name _____

Evaluation _____

TYPING ADDRESSES ON ENVELOPES

POST–TEST

Directions: Respond to the items by writing your answer in the blank under the Answer column. When you have finished, turn in this sheet to your instructor for evaluation.

Questions	Your Answer	Acceptable ✓	Not Acceptable X
1. The receiver of a letter is known as the (addresser, addressee).	1._____	+4	-4
2. The (return, mailing) address on the envelope is the address of the writer, or addresser.	2._____	+4	-4
3. When typing the return address, it begins ___ line spaces from the top edge and over ___ spaces from the left of the envelope.	3._____	+4	-4
4. The (return, mailing) address on the envelope is generally printed to save time.	4._____	+4	-4
5. The mailing address is typed slightly (above, below) the horizontal center of an envelope.	5._____	+4	-4
6. The mailing address is typed slightly to the (left, right) of vertical center.	6._____	+4	-4
7. The return and mailing addresses on an envelope should be ___ at the left.	7._____	+4	-4
8. ___ are always used before the names of individuals.	8._____	+4	-4
9. When a business title is typed on the same line as the name of the individual, a ___ is used to separate them. (Punctuation)	9._____	+4	-4
10. Sectional directions on an envelope are used to indicate sections of a ___.	10._____	+4	-4
11. Directional words are separated from the street address by a ___. (Punctuation)	11._____	+4	-4
12. The ___ line is a reference line that may be typed under the name of the company in the mailing address.	12._____	+4	-4

13. Personal, confidential, please forward, etc. are examples of____notations.	13._____	+4	-4
14. Special delivery, airmail, and special handling are examples of____notations.	14._____	+4	-4
15. Mailing notations are typed below the___.	15._____	+4	-4
16. Special notations are typed below the___.	16._____	+4	-4
17. The last line of an address must be composed of three units. Name these units.	17._____	+4	-4
18. What punctuation is used to separate city and state?	18._____	+4	-4
19. What punctuation is used to separate state and ZIP Code?	19._____	+4	-4
20. It is acceptable to use the two-letter ZIP Code abbreviation even though the ZIP Code number is not used.	20. True-False	+4	-4
21. The OCR (Optical Character Reader) is a mechanical means of reading the addresses on envelopes. What is the first thing the OCR reads on an envelope?	21._____	+4	-4
22. The name of a book in which you will find ZIP Code listings for cities in the United States and other areas using this Code is the _____.	22._____	+4	-4

LIST OF ADDRESSES

1. Mrs. Larry W. Burton
1200 Avenue B.
Elkhart, IN 46514

2. Phillips Furniture Company
128 Madison Avenue, West
Tacoma, WA 98411

3. Mrs. Karen Murphy
18 Green Road
White Plains, NY 10601

4. Mr. Johnny Murphy
The Murphy Office Equipment Company
300 Third Avenue
Springfield, OH 45512

5. Caudill Associates
160 Franklin Avenue
St. Louis, MO 66111

6. Mr. James C. Pyles
The National Company
14 Garden Lane
Columbia, KY 42114

7. Sanders Products Company
180 Lexington Avenue
Liberty, KY 42114

8. Mr. Nelson C. Carmicle
Carmicle Paper Products, Inc.
37 La Salle Street
Frankfort, KY 42909

9. Mr. Charles K. Lee
The Weekly Journal
415 Dodge Street
Newark, NJ 07118

10. Mr. Dale Walls
12 Second Avenue, NE
Mount Vernon, NY 10550

11. Mr. John W. Elmore
115 State Street
Little Rock, AR 72203

12. Mrs. Clara C. Clark
The Jones Publishing Company
18 Dade Boulevard
Miami, FL 33125

13. Miss Carolyn Sutherland
369 Baylor Road
Omaha, NB 68119

14. Mr. James B. Elliot
Casey County High School
Liberty, KY 42539

15. Mr. Timothy Wood
Wood Publishing Company
Scotland Road
Eastport, ME 04631

16. Mr. Gregory High
Newport High School
222 Central Avenue
Newport, OH 46539

17. Mrs. Jane Douglas
Graham Academy
99 Johnson Drive
Grand River, IA 51018

18. Professor Billy Wilham
State College
Durham, SC 39902

19. Sports Weekly, Inc.
16 East 51 Street
New York, NY 10082

20. Casey County Furniture Company
Clark Street
Casey County, KY 42539

Addresses, Continued

21. Miss Stephanie Ware
196 Clinton Street
New York, NY 10082

22. The Humpty-Dumpty Shop
640 Clark Street
Casey County, KY 42539

23. Mr. Phillip Brayton
Bank Building
San Francisco, CA 94120

24. Atwood and Company
48 Mill Road
Houston, TX 77017

25. Mr. Edward L. Martin
156 Sixth Avenue
Waikiki, HI 96815

Letter 21 has a subject line "Special Rates Available for Charter Members," and should be forwarded if the addressee has moved.

Letter 22 has an attention line "Mr. J. C. Strong," and will be sent special delivery.

Letter 23 is to be held until the arrival of Mr. Brayton.

Letter 24 is mailed to the attention of Mr. Michael R. Starnes.

Letter 25 is to be mailed airmail and the letter is of a very personal nature.

LEARNING ACTIVITY NO. 1

Obtain 10 small envelopes or facsimiles from your instructor.

Following the Performance Guide steps, type 10 small envelopes using the front feeding method of chain feeding envelopes.

For this activity, use the first 10 addresses on the LIST OF ADDRESSES.

UPON COMPLETION, SUBMIT YOUR WORK FOR EVALUATION.

LEARNING ACTIVITY NO. 2

Obtain 10 large envelopes or facsimiles from your instructor.

Following the Performance Guide steps, type 10 large envelopes using the back feeding method of chain feeding envelopes.

For this activity, use the addresses numbered 11 through 20 on the LIST OF ADDRESSES.

UPON COMPLETION, SUBMIT YOUR WORK FOR EVALUATION.

LEARNING ACTIVITY NO. 3

You will need 3 large envelopes and 2 small envelopes. (They may be facsimilies or actual envelopes.)

Following the Performance Guide outline, type these 5 envelopes using addresses numbered 21-25 on the List of Addresses adding special and mailing notations as indicated by the specifications listed after each address.

The layout of these envelopes may be evaluated by using a transparency to check the positioning of the typed information.

1. Obtain the transparency from your instructor.

2. Position Transparency No. 1-E over the envelope you have typed and within the drawing of the proper envelope.
   (a) Large envelopes are placed on the large envelope outline.
   (b) Small envelopes are placed on the small envelope outline.

3. The information you typed on the envelope should be in the same general area as the guides typed on the transparency.

4. How did you do?

SUBMIT YOUR ENVELOPES TO YOUR INSTRUCTOR. MAKE NOTATIONS ON THE ENVELOPES OF ANY MISPLACED ELEMENTS.

CHECKOUT ACTIVITY NO. 1

For this activity you will need 25 large envelopes.

Following the steps in the Performance Guide, you are to type the 25 envelopes using all of the addresses on the LIST OF ADDRESSES within a time of 25 minutes. Make corrections as you type. Use the chain feeding method of your choice. All envelopes must be acceptable--no typographical errors.

**YOUR INSTRUCTOR MUST OBSERVE YOUR TECHNIQUE AS YOU TYPE THESE ENVELOPES. ONCE YOU HAVE PREPARED YOUR MATERIALS, CHECK WITH THE INSTRUCTOR SO THAT A TIME CLOCK CAN BE STARTED.

UPON COMPLETION, SUBMIT YOUR WORK FOR EVALUATION.

Name _____

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

Instructor's Evaluation Guide
for

TYPING ADDRESSES ON ENVELOPES

Type addresses on envelopes.

ACTIVITY — CHECK-OUT ACTIVITY 1	Evaluation	
	Acceptable	Unacceptable
1. Used correct format.		
2. Typed addresses within the area read by optical scanner equipment.		
3. Corrected all errors neatly.		
4. Used chain-feeding techniques.		
5. Typed envelopes at the rate of at least one per minute.		

TYPING ADDRESSES ON ENVELOPES

INSTRUCTOR'S MANUAL

Prepared by

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INTRODUCTION

The instructor of this program should become familiar with the instructor's and student's manuals before presenting the program to an individual or a group.

You will need the following supplies and equipment:

1. a typewriter for each student

2. envelopes
   (a) duplicate small envelopes from master provided at the back of the *Student's Manual* –10 for each student
   (b) duplicate large envelopes–10 for each student–cut these envelopes to the correct sizes
   (c) supply 25 large envelopes for each student for the final Check-Out Activity–it is preferable for the student to use real envelopes for this activity

3. correcting materials

4. a cassette tape player

5. a filmstrip projector

PROGRAM OUTLINE

–Distribute a *Student's Manual* to each student.
–Administer the pre-test
–Depending on pre-test results, continue with the program or administer corrective units of instruction.
–Show the filmstrip program "Typing Addresses on Envelopes."
–Use transparency number 1-E to show students proper positioning of the parts of an envelope.
–Administer the post-test. (Answers are in the *Instructor's Manual.*)
–Instruct students to complete the Learning Activities.
–Instruct students to complete the Check-Out Activities.
–Evaluate program effectiveness.

Instructional Note

**If some time has elapsed since the unit on chain feeding techniques was covered, it may be necessary for the instructor to demonstrate the techniques of front and back feeding envelopes to insure that students incorporate the correct methods during practice activities in this program.

Instructor's Answer Sheet
for
Post-test

Typing Addresses on Envelopes

1. addressee
2. return
3. two, three
4. return
5. below
6. left
7. blocked (lined up, aligned)
8. titles
9. comma
10. city
11. comma
12. attention
13. special
14. mailing
15. stamp (stamp position)
16. return address
17. city, state, ZIP Code
18. comma
19. none
20. false
21. ZIP Code
22. ZIP Code Directory

NARRATION

Typing Addresses on Envelopes

1. Title

2. Credit

3. The typed envelope is an important part of any business correspondence. If the address on the envelope is typed incorrectly, the addressee may never receive the letter. The address directs the letter to the person receiving the correspondence—the receiver is called the addressee.

4. The return address indicates the writer of the correspondence.

5. Proper placement of the address and return address gives the envelope a balanced, pleasing appearance.

6. If the return address must be typed, begin two line spaces from the top edge and over three spaces from the left edge of the envelope.

7. Most businesses have envelopes printed with the return address. This will save time for the typist and make typing envelopes easier and faster.

8. The address on an envelope of any size should be placed so that it appears balanced in relation to the size of the envelope. This is accomplished by placing the address slightly below the vertical center of an envelope and. . .

9. A few spaces to the left of horizontal center.

10. On small envelopes this means that the address is typed two inches from the top edge and two and one-half inches from the left edge.

11. On large envelopes the address is typed two and one-half inches from the top and four inches from the left edge.

12. It would be a waste of time and energy to actually measure the placement of addresses on envelopes each time you type one; so once you have developed an eye for placement, you should simply estimate the placement visually. This can be done by remembering how much of the envelope shows above the alignment guide when it is positioned for typing. The following slides review the specific knowledges needed to type addresses that are mailable.

13. You should first check to make sure that any address you use is correct. This is called verification.

14. All addresses on an envelope should be blocked at the left. Always single space the address on an envelope regardless of the number of lines used.

15. A personal or professional title must always be used if the envelope is addressed to an individual.

    Use Mr. for men
    Mrs. for married women
    Miss for unmarried women
    Ms. (pronounced Miz) for women whose marital status is unknown
    Examples of professional titles are: Dr., Prof., and Lt.

16. If a business title is used, it may be typed on the same line with the name using a comma to separate the two, or...

17. The business title may be typed on the line under the name if it will aid in the balance of the address. Notice that a comma is Not used after the name when they are typed on different lines.

18. As a general rule, abbreviations and symbols should be avoided in addresses.

19. Sectional directions are used in addresses to indicate separate sections of a city. These directional words are typed out as North, South, East, and West and separated from the street address by a comma.

20. When the directional words are compound, as in Northeast, Southeast, and Northwest, they may be abbreviated using all caps as shown.

21. An attention line may be used when a letter is addressed to a company. This reference line, typed in the address, comes directly under the name of the company.

22. Special notations, such as personal, confidential, please forward, and hold for arrival, are typed in all caps and triple spaced below the return address three spaces from the left edge of the envelope in line with the return address.

23. Mailing notations such as special delivery, airmail, and special handling are typed in all caps below the stamp position with no less than three blank line spaces above the address.

24. The last line of an address must be composed of three units: city, state, and ZIP code.

25. City and state are separated by a comma. No punctuation is used in the two-letter state abbreviation.

26. The state should be typed using the two-letter state ZIP Code abbreviations you will find in the ZIP Code Directory or in most any other up-to-date reference manual. Failure to use two-letter ZIP Code abbreviations slows mail delivery because these pieces must be hand sorted. When the ZIP Code abbreviation is not used – even if the ZIP Code is used – the letter will still have to be hand sorted. Only when the two-letter ZIP Code abbreviation is used along with the ZIP Code can the address be read and sorted mechanically.

27. In the event you cannot find a ZIP Code for the address, type the state in full or use the standard abbreviation. These letters will have to be hand sorted. ZIP code abbreviations are used only when the ZIP Code number is used.

28. One or two spaces separate the state abbreviation from the 5-digit ZIP Code.

29. After typing an address, the most important step is to check it for errors before it is released for mailing. Also, check to see that the address on the envelope matches the inside address on the letter.

30. Once the letter is mailed, it goes through many hands and the speed with which it moves depends on the accuracy of the address and the form in which the address has been typed. If the proper form was used, the letter will be on the way to its destination with no hang-ups.

31. In most large post offices, mail is sorted mechanically by the OCR, or Optical Character Reader.

32. The OCR reads the envelope from right to left and from the bottom up. This means that the first item read will be the ZIP Code. The second item will be the state. The machine checks these two items for proper correlation.

33. The ZIP Code number is used to designate postal delivery areas. The first digit represents the national area. The first three digits together represent a large city or sectional center. The last two digits represent a specific delivery area or post office within the sectional center.

34. Anyone who types correspondence for mailing purposes should have access to a *ZIP Code Directory* and a booklet titled *Mailers Guide*. ZIP code Directories can be purchased at post offices and the *Mailers Guide* is a free booklet available at your local post office.

35. Following these procedures will help assure you of prompt and accurate mail delivery.

Return Address
Typed here

MAILING NOTATIONS

SPECIAL NOTATIONS

Address Typed Here
Same as Inside Address
On Letter

Return Address
Typed Here

MAILING NOTATIONS

SPECIAL NOTATIONS

Address Typed Here
Same as Inside Address
On Letter

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